



Jamestown Police Department

JOB DESCRIPTION: Assistant Harbormaster

Job Title: Assistant Harbormaster	Type of Position: Full or Part-time Seasonal, Non-Sworn
Unit/Division: Harbor Division	Reports to: Chief of Police

GENERAL DESCRIPTION

The position of Assistant Harbormaster is to enforce the State Laws and Local Ordinances pertaining to the operation of boats and moorings in Jamestown waters, and maintenance of equipment and facilities related to the Harbormaster operations. This individual has the overall responsibility to patrol the waterways of the town also serves as the front line ambassador for the town on matters related to on the water activities. As such they will have certain responsibility to maintain the safety and security of those waterways to ensure the general well-being of those persons who enjoy their use. Personnel assigned as a Assistant Harbormaster shall perform preventive patrol and other functions aimed at protecting life and property.

DUTIES AND RESPONSIBILITIES

It is the duty and responsibility of the Assistant Harbormaster to:

1. The Assistant Harbormaster shall be in charge of the vessel at all times.
2. The Assistant Harbor Master will patrol the waters of Jamestown.
3. At no time shall the patrol boat leave the waters of Jamestown unless permission has been granted by the Chief of Police or their designee.
4. Maintain a constant means of communication to dispatch either through cellular phone or radio.
5. Maintain a familiarity with all waterways, their common and proper names and locations, and any common or newly developed hazards in those areas. They will report any new hazards to the appropriate authority in the interest of safety.
6. Implement and enforce the Harbor Management Ordinance.
7. Inspect and record all mooring placement, individual mooring tackle condition, and maintain mooring location chart for each mooring area using the shared Harbor Office database.
8. Inspect and enforce regulations related to Town Beach Permits.

9. The Assistant Harbormaster will ensure that no unauthorized person(s) will be allowed access in any Town boat at any time unless permission is granted by the Chief of Police or the Officer-in-Charge.
10. The Assistant Harbormaster will ensure the boat shall never become engaged in a high speed chase for minor infractions of law, i.e., violations and misdemeanors.
11. The Assistant Harbormaster shall ensure the boat is operated in accordance with State and local laws at all times unless it is response to an emergency.
12. Maintain a current list of all emergency resources available throughout the Town including those owned by private companies, as well as National, State or Regional agencies, such as the Coast Guard, etc.
13. Maintain a current list of the chief contacts of all emergency assistance agencies.
14. Assist other agencies and private parties during routine or major events that take place in our waterways.
15. Act as a liaison with all other Marine and Water Safety agencies throughout the State as well as the Coast Guard.
16. Maintain a daily log of all activities on and off the water.
17. Respond to all requests for assistance and information.
18. Selects the location of, inspects and records all mooring placement in the Harbor Office database, individual mooring tackle conditions, and maintains mooring location charts for each mooring area, including the permitted vessel registered to each mooring.
19. Removes abandoned moorings.

SPECIFIC DUTIES & RESPONSIBILITIES

1. Prior to starting patrol, the Assistant Harbormaster will check the vessels operational condition to ensure the proper oil level, batteries and other pertinent equipment on board.
2. The Assistant Harbormaster will maintain the vessels log book.
3. The Assistant Harbor Master will perform maintenance on the vessel after every patrol to include:
 - a. Vessel is washed down inside and out
 - b. Engine will be flushed with fresh water when available.

4. All equipment malfunctions, damage, or other issues related to the maintenance and care of the boat shall be the duty and responsibility of the Assistant Harbormaster. Those that are beyond the capability of the Harbormaster or Assistant shall be reported to the Chief of Police.
5. The Assistant Harbormaster, in conjunction with police when necessary, shall perform the following duties while on patrol on the waterways, this includes, but is not limited to:
 - a. Mooring Regulations
 - b. Safety Checks of vessels
 - c. Speed Enforcement
 - d. Summonses for serious safety equipment violations
 - e. Illegal discharge from vessels
 - f. Alcohol related enforcement, i.e. BWI
 - g. Checks of all Marinas- docking and making a walk around the marinas for visibility and public relations.
 - h. Investigate abandoned boats
7. Provide and/or facilitate boating safety courses.
8. Provide information and recommendations for maintenance and repairs of the town's waterfront facilities to the Executive Director and field coordination of the upkeep of the town's waterfront facilities, ensuring that the work is carried out in a timely manner.
9. The Assistant Harbormaster shall perform any other duties as assigned by the Chief of Police.

JOB REQUIREMENTS

1. High School Diploma or equivalent
2. Successfully complete the boating safety education program approved by the director of the Department of Environmental management.
3. Ability to deal with the public in a courteous and efficient manner
4. Ability to deal with the Harbor Management Commission and Police Department staff members in a courteous and efficient manner
5. Ability to understand and follow both oral and written instructions
6. Knowledge of boat handling, navigation, and mooring systems and principles
7. Ability to use computer and software related to Harbormaster duties and reporting requirements
8. Five years in a marine related field preferred, with five years experience with vessel operation and mooring management. USCG certifications for boat operations desired.
9. Ability to represent the Harbor Office at outreach and educational events

10. Certified in First Aid and CPR

PHYSICAL REQUIREMENTS

This position requires the employee(s) to perform all functions contained in this job description. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements necessary to accomplish the essential functions.

Must have the ability to frequently lift and/or move up to 25 pounds. Specific vision abilities require close vision, distance vision, color vision, peripheral vision, depth vision, and the ability to adjust focus.

While performing duties of this position, the employee is frequently required to walk, sit, talk and hear. The employee will be required to use hands to operate tools and controls; ability to reach hands and arms. Occasionally required to climb, stoop, kneel, balance, crouch and crawl.

WORKING CONDITIONS

The work environment is typically outside in all weather conditions and moderately noisy. The employee will frequently be working near and with working mechanical parts. The employee may be occasionally exposed to fumes, toxic and caustic chemicals.

Harbormaster(s) must be available at all times by telephone or radio during normal working hours and available for callback when needed.

WORKING RELATIONSHIPS

The Assistant Harbormaster will work with the:

Executive Director – To ensure that the objectives of the Comprehensive Harbor Management Plan are achieved and the Harbor Management Ordinance is enforced in an efficient and effective manner.

Harbormaster – To assist with the day to day activities of the Harbormaster.

Police Department – To coordinate on the water enforcement schedules and emergency response. Track violations and prosecutions executed by the Harbor Office.

Fire Department – To coordinate emergency response.

RIDEM – To coordinate on the water enforcement schedules and emergency response.

USCG – To coordinate emergency response.